Clean Fleets Policy [1]
Purchasing Procedure

Revised: December 10, 2010 for Vehicle Model Year 2011

VEHICLE PURCHASING PROCEDURE

The following conditions must be met relative to new vehicle purchases for model year 2011:

1. Alternative Fueled Vehicles: Alternative fueled vehicles (e.g., compressed natural gas, propane, E-85 ethanol, electric) shall be considered whenever practical.

2. All passenger vehicles, less than 8,501lbs Gross Vehicle Weight Rating (GVWR), shall have a highway fuel economy rating of **32** miles per gallon or better as rated by the U.S. Environmental Protection Agency.

3. All light duty trucks [LDT1], with a gross vehicle weight rating (GVWR) less than 8,501lbs, shall have a highway fuel economy rating of **24** miles per gallon or better as rated by the U.S. Environmental Protection Agency.

4. All passenger vehicles and light duty vehicles trucks [LDT1] , less than 8,501lbs GVWR, shall have the following emissions classifications or better:
     i. Small Cars: LEV-II SULEV (Super-Ultra Low Emissions Vehicle), Bin 2, Bin 3
     ii. Midsize Cars: LEV-II ULEV (Ultra Low Emissions Vehicle), Bin 4
     iii. Large Cars (including Minivans, Station Wagons, Sport Utility Vehicles): LEV-II LEV (Low Emissions Vehicle), Bin 5
     iv. Pickup Trucks: LEV-II LEV (Low Emissions Vehicle), Bin 5

5. Appropriate Vehicle Choice: All departments shall ensure that the appropriate vehicle is selected depending on its intended use and shall purchase the most fuel efficient vehicle for that intended use.

Exemptions:

Law enforcement vehicles are exempt from the Clean Fleet Policy. However, when purchasing an exempted vehicle, agencies must give due consideration to #1 and #5 above. Law enforcement vehicles are used by a duly sworn employee of a governmental unit responsible for the prevention or investigation of crime, who is authorized by law to carry firearms, execute warrants, and make arrests.

Vehicles with a GVWR exceeding 8,500lbs, and non-road vehicles are exempt from the Clean Fleet Policy. However, when purchasing an exempted vehicle, agencies must give due consideration to #1 and #5 above.

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[1] As approved by the Interagency Energy Efficiency Committee on August 8, 2008)

WAIVER PROCEDURES AND PURCHASING REQUIREMENTS

A "Vehicle Index List" shall be established each year by DAS Purchasing, including hybrids and alternative fuel vehicles. DAS Fleet Management shall annually edit the "Vehicle Index List" with Clean Fleets Policy MPG requirements to create the "Clean Fleets Approved Vehicle List". The "Clean Fleets Approved Vehicle List" shall be posted on the Fleet Management website and the DAS Purchasing website. In addition, DAS Fleet Management will also update the Clean Fleets Policy document including any changes in the waiver requirements and/or process. Agencies may purchase approved and/or exempt vehicles without a waiver.

Except for the exemptions listed above, agencies requesting the purchase of a vehicle other than a Clean Fleets Approved Vehicle must complete a waiver form and secure approval. Completed waiver forms shall be submitted to DAS Purchasing along with the RQ10 requisition and any other additional supporting documentation (e.g. P-11 Surplus form, Like or Similar justification, etc). For exempt vehicles, a statement must be included in the description of the vehicle on the RQ10 requisition as to why that vehicle is exempt from the Clean Fleets Policy. For example, for a law enforcement vehicle, the statement would read "Exempt from Clean Fleets Policy – law enforcement vehicle."

Waiver forms (see attached) will include the following information:
1. Department name
2. What Division/Bureau/Section will be assigned the vehicle(s);
3. Name(s) of person(s) who will be assigned or responsible for the vehicle(s);
4. Requested vehicle(s)
5. What job responsibilities require this vehicle(s);
6. Statement as to why an approved vehicle(s) cannot be utilized; and
7. Statement demonstrating that this is the most fuel efficient vehicle(s) for this purpose.